



Western Cape Forum for Intellectual Disability

WESKAAP FORUM VIR INTELLEKTUELE GESTREMDHEID — IQUMRHU LE NTSHONA KOLONI LOKHUBAZEKO NGENGOQONDO

— ADDING SKILLS • ADDING KNOWLEDGE • ADVANCING RIGHTS —

GRADUATE INTERNSHIP OPPORTUNITY

January 2025

Programme Support and Member Engagement Intern on a 12-month, fixed-term contract basis.

ABOUT THE WCFID

The WCFID is a membership-based NGO in Maitland, Cape Town, with a focus on the rights of persons with intellectual disability, to improve their lived experience through advocacy, community engagement, education, and training of service providers within the intellectual disability sector.

MAIN ROLES & RESPONSIBILITIES: -

Organisational Support Services

- Assist and support WCFID Advocacy, Training, Resource Development, Community Awareness and membership programmes.
- Preparation for and participation in engagements with partners and stakeholders.
- Report to staff and members on policies as needed.

Programme Support

- Engage with WCFID's members on advocacy-related and other matters.
- Support the WCFID's social media campaign to publicise the advocacy and organisational resources.
- Develop supplementary advocacy and other resources in conjunction with relevant manager.
- Draft informational documents, or meeting summaries, as needed.
- Assist with surveys, data capturing, analysis, and reports
- Assist and support training programme with pre, during and post logistics for training sessions /webinars etc.
- Prepare stats and M & E Reports as needed.

Policy review, research & report writing –

- Assist in tracking national and Western Cape legislation and policies relevant to the WCFID platform
- Attend legislative and policy-related meetings in disability rights matters.
- Conduct literature desktop research on education and disability rights related matters with reports.
- Provide reports on selected parliamentary meetings and other meetings and make recommendations.

QUALIFICATIONS

Newly graduated, unemployed, with relevant degree/qualification:

- Law graduates with an interest in human/disability rights and/or education/disability rights-related matters.
- Disability Studies graduates with knowledge and an interest in advocacy and self-advocacy.
- Education graduates with an interest in inclusive education, education rights, policy, and legislation.
- Health and Social Professionals with an interest in disability and human/disability rights research/thesis experience and registration with a relevant professional body are advantages.

COMPETENCIES & SKILLS

- Must be computer literate and comfortable with Microsoft Office, digital and social media platforms
- Interest and knowledge in community development work; experience with disability or mental health an advantage.
- Flexibility as well as a willingness to handle / address a range of duties, and willingness to travel occasionally.
- Ability to work independently as well as part of a team
- Manual Drivers Licence

Please note, short listed candidates will be required to give consent for various compliance screening such as references, credit and police clearance checks. If you have not received a reply by 15 November, your application has not been successful.

E-mail your 2-page CV with three contactable references to: The Director, WCFID. E-mail: info@wcfid.co.za

A SUPPORT NETWORK FOR TRAINING - ADVOCACY - RESOURCES



021 510 4686



www.wcfid.co.za



www.facebook.com/wcfid



https://x.com/WCFID_ZA

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NATIONAL LOTTERIES COMMISSION
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Closing date: 8 November 2024. Only short-listed candidates will be contacted, interviews will be held in November. We reserve the right to not appoint, as this post is funding dependant, and we may re-advertise this post should a suitable candidate not be found. CV's longer than 2 pages will not be considered.